

From: [REDACTED]
To: [Dye, Brian](#)
Subject: Pete Buttigieg
Date: Thursday, April 11, 2019 5:33:41 PM

Hi Brian,

Hope all is well. The Pete Buttigieg team contacted me and wanted to have an event at PSU on Saturday 4/20 at 1pm. They wanted to reserve Heritage (if available), but they also were thinking about a larger space as a back up. Apparently, they are turning out hundreds at their events. Just wanted to get your thoughts/help moving forward with this.

Thank you and let me know what you think!

[REDACTED]
[REDACTED]

From: [Brian Dye](#)
To: [Blaine, Marcia](#)
Subject: Fw: Pete Buttigieg NH

FYI

From: Marlin Collingwood
Sent: Friday, April 12, 2019 1:00 PM
To: Cole Riel
Cc: Corey Hoyt; Kara Russell; Brian Dye; Tamara Hebert
Subject: Re: Pete Buttigieg NH

Nice to meet you Cole. Glad your working with our student group. If you can keep me posted on the arrangements my office can assist with security, parking, media, etc.

Marlin Collingwood
Interim Vice President
Communications, Enrollment & Student Life
Plymouth State University
Office Phone: 603-535-2475
Mobile Phone: [603-481-1907](#)

Sent from my iPhone

On Apr 12, 2019, at 12:53 PM, Cole Riel <cole@peteforamerica.com> wrote:

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Hi Marlin,

My name is Cole Riel and I am the NH Outreach Coordinator for the Buttigieg campaign. My good friend Gene Martin recommended connecting.

We are working with [REDACTED] from Plymouth State Dems to have the Mayor visit campus on April 20th.

My contact information is listed below if you have any questions-

Cole Riel
Pete for America
NH Outreach Coordinator
603-533-9899

From: [Conference](#)
To: psu-democrats@plymouth.edu
Cc: mhill@plymouth.edu; [Collingwood, Marlin](#); [Dye, Brian](#)
Subject: Mayor Pete Buttigieg at PSU (2019-AAZLNX)
Date: Monday, April 15, 2019 9:49:15 AM
Attachments: [ConfirmDetailPerEvent.pdf](#)

Mayor Pete Buttigieg at PSU ([View in 25Live](#))

Note from Conference

The HUB Fireplace Lounge has been tentatively reserved for the visit of Mayor Pete Buttigieg on Saturday, April 20 from 1- 2 p.m. Once the event is confirmed in the Campus Labs Engage platform, may I ask that you provide an image for the event listing on the public calendar (<https://plymouth.edu/calendar>).

Thank you,
Mary Hill
Event Scheduling Coordinator
535-2722

Event Confirmation

Mayor Pete Buttigieg at PSU

Title: Mayor Pete Buttigieg at PSU

Event Reference: 2019-AAZLNX

Event Last Modified: Apr 15 2019 9:45 A.M.

Current Event State: Tentative

Requestor: PSU Democrats
Suite 1242
Plymouth NH 03264

Phone:
Email: psu-democrats@plymouth.edu

Scheduler: Conference

Phone: 535-2722
Email: mhhill@plymouth.edu

Organization: PSU Democrats

Event Occurrences

Sat, Apr 20 2019

1:00 P.M. - 2:00 P.M.

Head Count: Exp: 300, Reg: 0

Reserved: 12:00 P.M. - 2:00 P.M., Doors Open: 12:00 P.M.

Location	Instructions
HUB Fireplace Lounge	Layout: SPECIAL (SEE EVENT NOTES)

Requirements

Requirement Type	Requirement	Quantity	Comments
Administrative	DISPLAY ON INTERNAL CAMPUS	--	yes
	CALENDAR	--	
Other	DISPLAY ON PUBLIC EVENTS	--	yes
	CALENDAR (PLYMOUTH.EDU)	--	
Other	Do you anticipate more than 100 people participating in your event?	--	yes
	Will you be working with external vendors, performers, artists, etc.?	--	Pete Buttigieg
	Will you need audio or visual equipment or technology support?	--	Microphone, staging
	Would you like additional support from Student Engagement to prepare your event?	--	yes

From: [Michael Epstein](#)
To: [Collingwood, Marlin](#)
Cc: [Tamara Hebert](#); [Dye, Brian](#)
Subject: Re: Visit of Mayor Pete to Plymouth
Date: Monday, April 15, 2019 12:13:16 PM

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So I'm running quite early and I've heard from our vendor who has asked to get in as early as possible. It looks like I'll be arriving to campus at about 1:15 p.m. today. Is anybody available to meet?

Thank you so much guys.

Michael

On Mon, Apr 15, 2019, 9:32 AM Michael Epstein <michaelep@gmail.com> wrote:

Thanks very much guys.

I think we were looking at the foley gym as a secondary location should a much larger turn out than anticipated materialize.

Looking forward to meeting you all soon and checking out the fireplace lounge! Thank you for reserving it for us.

Thanks so much,

Michael

On Mon, Apr 15, 2019, 9:16 AM Marlin Collingwood <mcollingwood@plymouth.edu> wrote:

Michael I think the fireplace lounge would be perfect for the Mayor. Center of campus plenty of nearby parking and very accessible

Marlin Collingwood
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Office Phone: 603-535-2475
Mobile Phone: [603-481-1907](tel:603-481-1907)

Sent from my iPhone

On Apr 15, 2019, at 9:10 AM, Tamara Hebert <tdhebert1@plymouth.edu> wrote:

Michael,

We're going to reserve the HUB Fireplace Lounge.

This has worked well with prior Presidential Candidate visits.

Safe travels,

Tamara

From: Michael Epstein <michaelep@gmail.com>
Sent: Monday, April 15, 2019 8:40 AM
To: Tamara Hebert <tdhebert1@plymouth.edu>
Cc: Brian Dye <bsdye@plymouth.edu>; Marlin Collingwood <mcollingwood@plymouth.edu>
Subject: Re: FW: Visit of Mayor Pete to Plymouth

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Thank you so much for the update.

Is the athletic center still available as of now? I don't know if the space that we saw online is what you're referring to as allwell - but please do advise if there are any spaces that could potentially work, or if any are booked or otherwise off limits.

What is the stated capacity of the heritage facility?

Thank you so much and apologies for the confusion, I had been advised that both heritage and the athletic facility were reserved.

Thank you again. I'm en route and expect to be there early this afternoon.

Best,

Michael

On Mon, Apr 15, 2019, 8:32 AM Tamara Hebert <tdhebert1@plymouth.edu> wrote:

Michael,

We received a space request for Heritage, however, the anticipated number of guests given to us was 300.

Heritage will not accommodate 300.

The athletic center (assuming this is ALLWell) has not been reserved.

Tamara

From: Michael Epstein <michaelep@gmail.com>

Sent: Sunday, April 14, 2019 8:44 PM

To: Brian Dye <bsdye@plymouth.edu>

Cc: Cole Riel <cole@peteforamerica.com>; Marlin Collingwood <mcollingwood@plymouth.edu>; Tamara Hebert <tdhebert1@plymouth.edu>
Subject: Re: Visit of Mayor Pete to Plymouth

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Hello again,

I believe that **Heritage Commons and the Athletic Center have been reserved** - please correct me if that's not accurate.

I'm driving from NJ tomorrow AM, I expect to arrive by 1pm or so, and if possible, I'd love to meet you all and start looking at the space as soon as you're able to accommodate.

The rest of the team and the vendor will arrive shortly after me, and the whole event will begin to coalesce. In general, we need as much access to the space as possible, as we really need to know it inside out to plan properly.

Thanks so much, and apologies for the delay in my response. I have two little ones at home and it has been **BUSY** today!

Thank you,

Michael

Please also feel free to reach me on my cell at any time.

917-797-2359

Thank you!

On Sun, Apr 14, 2019, 5:38 PM Brian Dye <bsdye@plymouth.edu> wrote:

Hi Michael,

Thank you for reaching out. I'm available to meet between 3-6pm tomorrow. Is there a time within that timeframe that would work for you?

Best regards,

Brian

On Apr 14, 2019, at 5:16 PM, Marlin Collingwood <mcollingwood@plymouth.edu> wrote:

Michael:

What spaces are you interested in using next week? I'm sure if you plan to come to campus around 3pm someone can be available to show you the spaces.

Thanks,

Marlin

Marlin W. Collingwood
Interim Vice President
Communications, Enrollment
& Student Life
Plymouth State University

mwc1022@plymouth.edu

603-535-2475 (direct office line)

603-481-1907 (mobile)

<image001.png>

From: Michael Epstein <michaelep@gmail.com>

Date: Saturday, April 13, 2019 at 5:34 PM

To: Marlin Collingwood <mcollingwood@plymouth.edu>

Cc: Cole Riel <cole@peteforamerica.com>, Brian Dye

<bsdye@plymouth.edu>, Tamara Hebert

<tdhebert1@plymouth.edu>

Subject: Re: Visit of Mayor Pete to Plymouth

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Thanks so much.

Brian and Tamara,

Is it possible to confirm Monday afternoon this weekend?

Thanks all,

Michael

On Sat, Apr 13, 2019, 4:06 PM Marlin Collingwood <mcollingwood@plymouth.edu> wrote:

Nice to hear from you Michael. I'm copying Brian Dye Director of Student Activities and Tamara Hebert Director of Events on this email. I'll let them weigh in on a time for Monday but I'm sure we can make afternoon work.

Marlin Collingwood

Interim Vice President

Communications, Enrollment & Student Life

Plymouth State University

Office Phone: 603-535-2475

Mobile Phone: [603-481-1907](tel:603-481-1907)

Sent from my iPhone

On Apr 13, 2019, at 1:15 PM, Michael Epstein <michaelep@gmail.com> wrote:

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Mr. Collingwood,

Our NH outreach coordinator, Cole, has passed your contact to me as the appropriate POC for venue logistics for the upcoming visit of Mayor Pete Buttigieg to Plymouth State University. If there are any others I

should contact, please advise and I will do so.

I'm Michael Epstein, the Advance Lead for the visit. I'll be your main contact for event logistics on the campaign side, with a team that will have specialists in different areas, such as press and crowd logistics.

We're very much looking forward to an excellent event and would like to begin coordinating site visits for the Advance team and vendor. Most of the team will be arriving to the area early Monday afternoon. Would a 2 or 3pm walkthrough be possible? Ideally we could see both of the venues that have been reserved. We'd love to spend some time on the site to become as familiar as possible as quickly as possible, as the timeline is short!

Please feel free to contact me at any time. I can be reached here or by voice or text on my cell at 917-797-2359.

Thanks so much,

Michael

From: [Michael Epstein](#)
To: [Collingwood, Marlin](#)
Cc: [Dye, Brian](#); [Mary Hill](#); [Tamara Hebert](#); [Randy Szabadics](#); [Cheryl Meserve](#)
Subject: Re: HUB Courtroom
Date: Tuesday, April 16, 2019 2:21:16 PM
Attachments: [image001.png](#)

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Thank you!

On Tue, Apr 16, 2019, 1:47 PM Marlin Collingwood <mcollingwood@plymouth.edu> wrote:

Mike:

Good seeing you a few minutes ago. This email is to confirm that you have the HUB Courtroom reserved for the event on Saturday sponsored by the PSU Democrats.

As we discussed, you will have access to begin set up by 3pm on Friday April 19th. The building will be open by 8am on Saturday April 20th and I will plan to meet you at the building at that time.

Thanks,

Marlin

Marlin W. Collingwood

Interim Vice President

Communications, Enrollment

& Student Life

Plymouth State University

mwc1022@plymouth.edu

603-535-2475 (direct office line)

603-481-1907 (mobile)



From: [Michael Epstein](#)
To: [Katie Caron](#)
Cc: [Collingwood, Marlin](#); [Dye, Brian](#); [Kabir Thatte](#)
Subject: Re: P4A Plymouth Town Hall - Media Advisory
Date: Wednesday, April 17, 2019 1:26:24 PM
Attachments: [image001.png](#)

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We'll be right there!

On Wed, Apr 17, 2019, 1:23 PM Katie Caron <krcaron@plymouth.edu> wrote:

I can meet now. I will head up and meet you at the HUB Courtroom. Headed your way.

-Katie

Email Signature



From: Michael Epstein <michaelep@gmail.com>
Sent: Wednesday, April 17, 2019 1:16 PM
To: Katie Caron <krcaron@plymouth.edu>
Cc: Marlin Collingwood <mcollingwood@plymouth.edu>; Brian Dye <bsdye@plymouth.edu>; Kabir Thatte <kpthatte@gmail.com>
Subject: Re: P4A Plymouth Town Hall - Media Advisory

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We could meet now! Otherwise, I have a 2 and a 230pm meeting.

On Wed, Apr 17, 2019, 1:12 PM Katie Caron <krcaron@plymouth.edu> wrote:

Hi Michael,

Any chance you can meet before 3:00pm? My cell is 603-520-6399.

-Katie

Email Signature



From: Michael Epstein <michaelep@gmail.com>
Sent: Wednesday, April 17, 2019 1:11 PM
To: Marlin Collingwood <mcollingwood@plymouth.edu>
Cc: Brian Dye <bsdye@plymouth.edu>; Kabir Thatte <kpthatte@gmail.com>; Katie Caron <krcaron@plymouth.edu>
Subject: Re: P4A Plymouth Town Hall - Media Advisory

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Thank you, and hello Ms. Caron.

Are you available to meet today to review our plans? We'd very much like to walk you through the intended setup.

Thanks so much,

Michael

On Wed, Apr 17, 2019, 1:07 PM Marlin Collingwood <mcollingwood@plymouth.edu> wrote:

Michael:

Thanks for the well planned meeting. Much appreciated.

Katie Caron is copied on this email and would be the point person for safety, fire, etc.,

Thanks,

Marlin

Marlin W. Collingwood

Interim Vice President

Communications, Enrollment

& Student Life

Plymouth State University

mwc1022@plymouth.edu

603-535-2475 (direct office line)

603-481-1907 (mobile)

From: Michael Epstein <michaelep@gmail.com>

Date: Wednesday, April 17, 2019 at 1:06 PM

To: Marlin Collingwood <mcollingwood@plymouth.edu>

Cc: Brian Dye <bsdye@plymouth.edu>, Kabir Thatte <kpthatte@gmail.com>

Subject: Re: P4A Plymouth Town Hall - Media Advisory

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Gentlemen,

Thank you for your time this morning.

We'd very much like to ensure that we produce a safe event that is in line with the expectations of your campus safety personnel and/or any Fire Marshall who may have jurisdiction here.

How can we arrange a meeting to review those details?

Thanks so much,

Michael

On Tue, Apr 16, 2019, 7:52 PM Marlin Collingwood <mcollingwood@plymouth.edu> wrote:

Thanks Mike!

Marlin Collingwood

Interim Vice President

Communications, Enrollment & Student Life

Plymouth State University

Office Phone: 603-535-2475

Mobile Phone: [603-481-1907](tel:603-481-1907)

Sent from my iPhone

On Apr 16, 2019, at 7:48 PM, Michael Epstein <michaelep@gmail.com> wrote:

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Please find the media advisory, released today, below.

Thank you,

Michael

----- Forwarded message -----

From: **Matthew Dutko** <mattdutko@gmail.com>
Date: Tue, Apr 16, 2019, 7:35 PM
Subject: P4A Plymouth Town Hall - Media Advisory
To: Michael Epstein <michaelep@gmail.com>

For Immediate Release:

April 16, 2019

Contact:

Chris Meagher, 805-452-3228

lis@peteforamerica.com

Andrew Mamo, 914-393-5012

amamo@peteforamerica.com

AISOR: Town Hall with Pete Buttigieg in Plymouth, New Hampshire

SOUTH BEND, IN On Saturday, April 20th, Pete Buttigieg will participate in a town hall in Plymouth, New Hampshire. The event will be open to pre-credentialed media and the public.

This event is free and open to the public, however a digital RSVP is strongly encouraged. Individuals can RSVP at <https://www.mobile.us/peteforamerica/event/90609>. Doors will open for guests at 11:15 am at Plymouth State University's Hartman Union Building - The Courtroom, 17 High Street Plymouth, NH 03264.

Members of the media who wish to cover the event in Plymouth must RSVP by filling out this [RSVP form](#) by 5:00 PM on Friday, April 19th.

MEDIA LOGISTICS BELOW ARE FOR PLANNING PURPOSES ONLY, NOT FOR REPORTING
These are Western Divisional media

**To□n □all □ith Pete Buttigieg at Plymouth State University,
Plymouth, □e□ □ampshire.**

Plymouth State University
Hartman Union Building - The Courtroom
17 High Street
Plymouth, New Hampshire 03264

Media Coverage: This event is open to pre-credentialed media.

Estimated Event Start Time: 12:20 PM

Estimated Time of Pete's Remarks: 1:00 PM

Live Truck Parking: Live trucks MUST arrive on site no later than 10:00 AM and will be directed on site.

Media Access: 11:00 AM

Final Media Access: 12:20 PM

General Media Parking: Limited media parking is available on site.

Media Entrance: Please enter Hartman Union Building from the Northeast corner on Highland Ave.

Cable Run distance from live truck to main media riser: 100 feet

Through distance from main media riser to stage: 40 feet

Limited power and media workspace is available on-site. Wireless internet will be provided.

All names submitted for credentials must be accurate and reflect the identification presented by media for access.

Media Contact: Matt Dutko, mattidutko@gmail.com

From: [Brian Dye](#)
To: [Kabir Thatte](#); [Michael Epstein](#)
Subject: Fw: From Chris Malloy

Hi there,

FYI - per the conversation we just had Kabir, catching you all up on this email chain as well

We're good to go on the electrical, and it sounds like the outstanding concern from the email below regarding the lifts and rigging has been asked to the appropriate folks on our campus again by Marlin in another email chain.

From: Stephen Foster
Sent: Wednesday, April 17, 2019 3:25 PM
To: Chris Malloy
Cc: Brian Dye; Katie Caron; Randy Szabadics; Marlin Collingwood
Subject: RE: From Chris Malloy

We will set a cart just outside the far left door to the courtroom storage area and that will give you plenty of stuff to plug into.

Brian, please submit a work order.

Stephen Foster | Manager of Mechanical, Electrical & Plumbing | Plymouth State University
MSC 33, 17 High Street | Plymouth, NH 03264 | P: 603.535.2188 | E: spfoster@plymouth.edu

From: Chris Malloy <chris@malloyevents.com>
Sent: Wednesday, April 17, 2019 3:17 PM
To: Stephen Foster <spfoster@plymouth.edu>
Cc: Brian Dye <bsdye@plymouth.edu>; Katie Caron <krcaron@plymouth.edu>; Randy Szabadics <rszabadics@plymouth.edu>; Marlin Collingwood <mcollingwood@plymouth.edu>
Subject: Re: From Chris Malloy

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Thanks Steve-

Happy to make these as easy on the PSU staff as possible. So let me know how we can help.

- Best case scenario for us: is a 200 amp panel/distro with standard Edison plugs we can plug into.

- Ideally that would be placed in the corner near the office in the gym. If there was 50'-100' of feeder cable so we could move the panel as needed would be great.

If that is not possible, please let me know what you would need from use to tie in. I assume you would need bare wire pigtail to cam lock, then we would provide the feeder cable out to a panel that we would provide. If we need to do that, please let me know, and also what time the electrician would need that gear in order to complete the tie in.

Thank you!

On Wed, Apr 17, 2019 at 3:04 PM Stephen Foster <spfoster@plymouth.edu> wrote:

There 2 road show hook ups in the courtroom a 200 and 400 amp. Both are 3 phase, 120/208 volts and with the proper cables can be directly tired into or we can run a cart out of the 200. Let me know...

Stephen Foster | Manager of Mechanical, Electrical & Plumbing | Plymouth State University
MSC 33, 17 High Street | Plymouth, NH 03264 | P: 603.535.2188 | E: spfoster@plymouth.edu

From: Brian Dye <bsdye@plymouth.edu>

Sent: Wednesday, April 17, 2019 2:34 PM

To: Stephen Foster <spfoster@plymouth.edu>; Katie Caron <krcaron@plymouth.edu>; Chris Malloy <chris@malloyevents.com>

Cc: Randy Szabadics <rszabadics@plymouth.edu>; Marlin Collingwood <mcollingwood@plymouth.edu>

Subject: Re: From Chris Malloy

Hi Chris - I'm going to loop others into the conversation who might be better able to answer your questions.

Hi **Steve** - We have a large political event in the courtroom this weekend that requires a lot of power. Do you know how much power we have available in the Courtroom. I believe we can set-up in the courtroom an electrical cart on the north wall with an overall rating of 208Y/120V 100A 3P 4W 60Hz with 12 circuits/outlets, is that correct? Do you know if there is any other power available?

Hi **Katie** - Would you know if the university has any lifts that can be used by the outside production company that Pete Buttigieg is bringing in? Also, do you know if we'd allow them to rig overhead to the steel in the gym?

Thanks,

Brian

Brian Dye
Director of Student Activities
Plymouth State University
603-535-2376 / Direct Ext: 5-3014

From: Chris Malloy <chris@malloyevents.com>

Sent: Wednesday, April 17, 2019 2:14 PM

To: Brian Dye

Subject: From Chris Malloy

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Hey Brian,

Had a few questions about the gym.

1. What is the power situation? Will we need to bring in a generator?
2. Do you have lifts available that we can use?
3. Are we allowed to attach (rig) to the steel in the gym?

Feel free to call or text if that's easier.

Thanks Brian,

Chris

--

Chris Malloy
Event Producer
MalloyEvents
603.315.3639

MalloyEvents.com

Malloy Events- New England
event planning and event
design

malloyevents.com

Malloy Events is a New England event planner and wedding florist located in New Hampshire. With over 20 years of combined expertise, Malloy Events combines event design and production services with wedding floral and planning services, creating a completely unique client experience.

Chris@MalloyEvents.com

Go Behind the Scenes!

www.facebook.com/MalloyEvents

--

Chris Malloy
Event Producer
MalloyEvents
603.315.3639

MalloyEvents.com

Chris@MalloyEvents.com

Go Behind the Scenes!

www.facebook.com/MalloyEvents

From: [SchoolDude Message Center](#)
To: rszabadics@plymouth.edu; [Dye, Brian](#)
Subject: Your requested schedule is activated.(Event:Candidate Pete Buttigieg Visit)
Date: Wednesday, April 17, 2019 4:09:12 PM

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(This message is to notify you of a new schedule request.)

The facility schedule request listed below is approved and activated.

FS Schedule ID: 1117
Event Title: Candidate Pete Buttigieg Visit
Event Time: 11:15AM
Event Date: 4/20/2019
Event Setup Time: 6:00AM
Event Breakdown Time: 9:15PM
Status: Approved
Schedule State: Activated
Organization: PSU-Student Organizations/Affairs
Location: Hartman Union Building #432
Building:
Area(Buildings|Rooms): (HUB Courtroom)
Events:

Date : 4/20/2019
Start Time : 11:15 AM
End Time : 6:15 PM
Location : Hartman Union Building-#432
Building :
Area :
Room(s) : HUB Courtroom

From: [Tamara Hebert](#)
To: [Temperino, Steven](#); [Collingwood, Marlin](#); [Dye, Brian](#)
Subject: RE: Diagram showing design for seated crowd + PSU PD positions
Date: Thursday, April 18, 2019 8:28:54 AM

Good morning,

Any discussion from your meeting yesterday in regards to the blowers in the Courtroom?
We typically receive complaints in regards to their noise and are asked to have them shut off.
Please be aware that Steve Foster is currently NOT able to see or access individually controlled
spaces due to IT difficulties.
He is hopeful IT will have everything back up and running prior to Saturday's event.

Tamara

From: Steven Temperino <stemperi@plymouth.edu>
Sent: Thursday, April 18, 2019 7:50 AM
To: Michael Epstein <michaelep@gmail.com>; Marlin Collingwood <mcollingwood@plymouth.edu>; Brian Dye <bsdye@plymouth.edu>; Tamara Hebert <tdhebert1@plymouth.edu>
Subject: RE: Diagram showing design for seated crowd + PSU PD positions

Good morning Michael,

Thank you for this, it is very helpful and we will work on getting a sixth police officer.

I am concerned the diagram depicts three of the emergency exits are blocked by either viewing (dividing screen) of the exit signs and/or direct physical access to the exit doors with bike rack fencing.

I do not think our Environmental Health and Safety Director would approve this, as I do not see her copied?

It would be best if accommodations to these concerns were depicted on the diagram.

steve

Steven H. Temperino
Director of Public Safety and Emergency Management
Plymouth State University Police Department
MSC 12
17 High Street
Plymouth, N.H. 03264
603-535-2848 Office
603-535-2330 University Police Business Line

603-536-1626 Police Emergency Dispatch Center
603-481-1509 On-Duty Officer Cell Phone
603-535-3005 Fax
stemperi@plymouth.edu
<https://www.plymouth.edu/office/police/>



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From: Michael Epstein <michaelep@gmail.com>
Sent: Wednesday, April 17, 2019 8:49 PM
To: Marlin Collingwood <mcollingwood@plymouth.edu>; Brian Dye <bsdye@plymouth.edu>; Tamara Hebert <tdhebert1@plymouth.edu>; Steven Temperino <stemperi@plymouth.edu>
Subject: Diagram showing design for seated crowd + PSU PD positions

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Hello all,

Please find a to-scale design showing the intended layout of a seated in-the-round town hall event with Mayor Peter Buttigieg this Saturday.

Please do not distribute this diagram, as it is for internal use only, and is provided at your request.

The number of officers indicated here is 6 - if that is possible, we feel it would significantly improve the event, and we would be very happy to see a Fire Department presence at the event as well.

Thank you all for your considerable assistance. We're looking forward to an excellent event, and we could not have asked for better hosts - we spent the evening tonight with the PSU Dems, and they're a truly wonderful group, and a credit to your university.

Please do let me know if anybody has any questions or concerns, and don't hesitate to reach me via email or on my cell at 917-797-2359 at any time.

Thank you again□

Best,

Michael Epstein
Advance Lead
Pete for America
917-797-2359

From: [Michael Epstein](#)
To: [Collingwood, Marlin](#); [Dye, Brian](#); [Tamara Hebert](#); [Katie Caron](#); [Cory Alpert](#)
Subject: Re: Tomorrow's Build
Date: Friday, April 19, 2019 9:31:50 AM

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All - I wanted to mention that the advance team would still like to access the space at 3pm, to begin taping down stage placements, etc.

Will the floor covering be in place at that time?

Thank you so much,

Michael

On Thu, Apr 18, 2019, 4:57 PM Michael Epstein <michaelep@gmail.com> wrote:
Hello Plymouth State University,

We're excited to begin our build tomorrow! The vendor has informed us that they cannot begin until 4:30pm - we will begin load in at that time and work as quickly as possible to get all staging, visuals, lights, audio and chairs into place. We do expect that the build will take several hours, so want you all to be aware of this.

We're grateful for your offer to use your chairs - as long as we can access them, and with your permission, we're happy you use the vendor and our own staff to set them up. We'd also like to use between 10-12 classroom style (narrow - 6'x18", sometimes called "school boys") tables for the media, and for check-in, if that's Ok.

We have some need for a length of pipe and drape as well. We'll probably need about 60' to create the space for the meet and greet/clutch. If we might use your assets for that, again, we're happy to set up and take down ourselves. Please just advise if we should source this through the vendor.

Last, we'd like to use a bit of tensabarrier to mark reserved seating and the boundaries of the ADA area. Any you can lend for this purpose would be appreciated!

I believe Cory, our crowd lead, has already made his ask for parking lot assets, but I'm adding him here just in case!

Thank you so much for all of your help. We think it's going to be a great event, and we hope you all are able to join us!

Best,

Michael

From: [Marlin Collingwood](#)
To: [Dye, Brian](#)
Subject: Fwd: Saturday Meet & Greet
Date: Friday, April 19, 2019 2:08:07 PM

Marlin Collingwood
Interim Vice President
Communications, Enrollment & Student Life
Plymouth State University
Office Phone: 603-535-2475
Mobile Phone: [603-481-1907](#)

Sent from my iPhone

Begin forwarded message:

From: Michael Epstein <michaelep@gmail.com>
Date: April 19, 2019 at 12:49:36 PM EDT
To: Marlin Collingwood <mcollingwood@plymouth.edu>
Subject: Re: Saturday Meet & Greet

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Of course.

Here is our advisory:

You are invited to a small gathering with Mayor Pete Buttigieg to take place before the town hall in Plymouth on Saturday. This is a private, non-publicized gathering. Mayor Pete is excited to meet with each of you and have the opportunity to thank your community for hosting us on Saturday, April 20 at Plymouth State University.

Location: The Courtroom at Hartman Union Building (The HUB) at Plymouth State University, 17 High St, Plymouth, NH 03264.

Doors: Doors will open to the public at approximately **11:15 am** and will not be closed unless we exceed our maximum capacity for the event. If you have a guest with you, they will be escorted to the VIP seating area, where you will join them after the meet-and-greet ends.

Arrival: We ask that each of you please arrive to the venue at **12:00 pm**. Upon arrival, please make your way to check-in **Table A**, and our staff or volunteers will guide you to the clutch room. You'll have the opportunity to have a quick chat with Mayor Pete and have your photo taken. Please be aware that there may be some overlap between the meeting and the pre-program.

Seating: Each of you will have reserved seating in our VIP area. At the end of the clutch, our staff will direct you to your seats. Shortly after you are seated, Mayor Pete will be introduced and take the stage.

Note: This event has limited seating space. If you plan to bring a guest, please let us know in advance so that we may reserve seats in the VIP section.

On Fri, Apr 19, 2019, 12:44 PM Marlin Collingwood

<mcollingwood@plymouth.edu> wrote:

Can you tell me when and where folks should come for the meet tomorrow?

Marlin Collingwood
Interim Vice President
Communications, Enrollment & Student Life
Plymouth State University
Office Phone: 603-535-2475
Mobile Phone: [603-481-1907](tel:603-481-1907)

Sent from my iPhone

On Apr 18, 2019, at 2:09 PM, Michael Epstein <michaelep@gmail.com> wrote:

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I've got the approval for 7. Please send names when you can.

Thank you!

On Thu, Apr 18, 2019, 1:36 PM Marlin Collingwood

<mcollingwood@plymouth.edu> wrote:

Right now we have four confirmed – President Birx and three others – Brian and I are assuming we'll be there as well – can we do two additional on top of Brian and myself? For a total of five guests plus Brian & me?

Marlin W. Collingwood

Interim Vice President

Communications, Enrollment

& Student Life

Plymouth State University

mwc1022@plymouth.edu

603-535-2475 (direct office line)

603-481-1907 (mobile)



From: Michael Epstein <michaelep@gmail.com>

Date: Thursday, April 18, 2019 at 1:06 PM

To: Marlin Collingwood <mcollingwood@plymouth.edu>

Subject: Re: Saturday Meet & Greet

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They've given us 5 - can we stick to that number? We're running into some serious time issues and he likes to spend time with people.

We'd like to have greeters in their seats by 1230, and can pull them back from there. We'll reserve seats very close to the greet area.

On Thu, Apr 18, 2019, 12:46 PM Marlin Collingwood <mcollingwood@plymouth.edu> wrote:

I'll have it to you by the end of the day it won't be more than

7-8 folks. President Birx wanted to know what time he would need to arrive on Saturday that's the main question.

Thanks,

Marlin

Marlin W. Collingwood

Interim Vice President

Communications, Enrollment

& Student Life

Plymouth State University

mwc1022@plymouth.edu

603-535-2475 (direct office line)

603-481-1907 (mobile)



From: Michael Epstein <michaelep@gmail.com>

Date: Thursday, April 18, 2019 at 12:34 PM

To: Marlin Collingwood <mcollingwood@plymouth.edu>

Subject: Re: Saturday Meet & Greet

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Hi Marlin,

We are working on arrival instructions for participants. Did you have a list of those you'd like to see involved?

Thanks so much,

Michael

On Thu, Apr 18, 2019, 12:27 PM Marlin Collingwood <mcollingwood@plymouth.edu> wrote:

Mike;

Wondering if you have details on arrival time, location, entrance, etc., for our VIP's for the Saturday meet & great with the Mayor?

Thanks,

Marlin

Marlin W. Collingwood

Interim Vice President

Communications, Enrollment

& Student Life

Plymouth State University

mwc1022@plymouth.edu

603-535-2475 (direct office line)

603-481-1907 (mobile)

Error! Filename not specified.

From: [Michael Epstein](#)
To: [Collingwood, Marlin](#)
Cc: [Katie Caron](#); [Temperino, Steven](#); [Tamara Hebert](#); [Dye, Brian](#); [Cole Riel](#)
Subject: Re: Thank You Plymouth State!
Date: Saturday, April 20, 2019 8:03:14 PM

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Hi Marlin,

I'm adding Cole Riel, the NH Outreach Coordinator for the campaign. Cole will be your POC for obtaining those photos, which will likely be available soon.

Thank you again!

Michael

On Sat, Apr 20, 2019, 7:19 PM Marlin Collingwood <mcollingwood@plymouth.edu> wrote:

Thank you for the kind words! It was a pleasure to work with your team
I've had a couple of people ask about how they get the photos that were taken back stage.
Any idea?

Marlin Collingwood
Interim Vice President
Communications, Enrollment & Student Life
Plymouth State University
Office Phone: 603-535-2475
Mobile Phone: [603-481-1907](tel:603-481-1907)

Sent from my iPhone

On Apr 20, 2019, at 3:45 PM, Michael Epstein <michaelep@gmail.com> wrote:

CAUTION: This email originated from outside of Plymouth State University. Do not click links or open attachments unless you recognize the sender and know the content is safe.
Any requests for financial transactions and personnel/student information should be confirmed with the sender in person or via telephone.

Thank you all so much for an enormously successful event in Plymouth□
We were so impressed with the organization and professionalism of your team. I've said it before, but we truly could not have imagined more generous and gracious hosts.

We hope the event was a positive experience for all. Though I do not officially work for Pete for America, I would be happy to relay any messages back to them, and would like to thank you on their behalf. It seemed to me the campaign was thrilled with the event, and most of the credit is yours.

We know that we were probably something of a continuing headache, but your team handled us with enormous grace. I have produced events all around the world, and I can assure you that this is not always the case. Your patience and kindness throughout the process did not go unnoticed, and made our jobs so much easier.

Thank you all.

My very best,

Michael Epstein

Plymouth State UNIVERSITY

INTERNAL INVOICE 04.29.19

University Police
MSC 12
Plymouth, NH 03264
[REDACTED]

Date Due: NET 30 DAYS

TO: [REDACTED]
MSC #54
Plymouth Democrats
603-535-2639
[REDACTED]

INVOICE DETAIL	TOTAL
Officers for the Pete Buttigieg Presidential Campaign: [REDACTED]	
\$55.00 an hour plus 8.4% for FICA - \$298.10 Date: 03/19/2019 Hours: 10:00AM – 3:00PM	\$596.20
TOTAL DUE	

Please enter the department FOAPAL/s here for payment along with the applicable amount/s:

FUND: [REDACTED] **PTDEMO- \$596.20 to be put into [REDACTED] [REDACTED]**

Payment will be made via an internal JV transfer through the FSC Service Center. Please contact Amanda Hutchins with questions about this invoice (603)535-2919 or adhutchins@plymouth.edu